

**IOWAccess Advisory Council
Meeting Minutes of May 9, 2007, 1:00 PM
Hoover Building, Level B, Conference Rooms 2 and 3**

Draft

- Present: Sheila Castaneda, Richard Neri, Daniel McGinn, Herb Strentz, Beth Baldwin, Terrence Neuzil, Kelly Hayworth, Barbara Corson, Lawrence Lentz (by phone), Terri Selberg (by phone), Miriam Ubben, Vicki Lensing
- Absent: Dawn Ainger, Tom Gronstal, Glen Dickinson, Jeff Danielson, Carmine Boal, Ron Wieck
- Guests: Lana Morrissey, Mark Uhrin, Tracy Smith, John Hove, John Gillispie, Dick Moore, Robin Harlow, Mike Albers, Tom Huisman, Cindy Garza, David Werning, Brent Rothchild, JoAnn Naples, Don Wilson, Bev Zylstra, Karen Walters-Crammond, John Grush, Diane Van Zante (recorder)

Council Chair, Sheila Castaneda, opened the meeting and noted that a quorum of members was present.

1. Approve Minutes – Sheila Castaneda, Chair.
Miriam Ubben moved approval of the March 7, 2007 meeting minutes; Herb Strentz seconded the motion. An oral vote was taken, unanimously approving the minutes as written. The Chair noted that Dawn Ainger was the recipient of the first Woman in Technology of the year award from the Technology Association of Iowa. As a reminder, if you have travel costs, please submit them to Diane for reimbursement.
2. New Members – Sheila Castaneda.
The Council welcomes two new members to today's meeting, Dan McGinn and Terrence Neuzil. Mr. McGinn represents the legal community while Mr. Neuzil represents county government. All Council members introduced themselves.
3. IOWAccess Financial Update – Lana Morrissey.
Lana presented financial summaries for the IOWAccess fund through the end of March 2007. Revenues for March were \$242,271; expenditures for March were \$237,254. In the month of March, revenues exceeded expenditures by \$5,000. For FY07 year-to-date, the fund has taken in \$662,416 more than it has spent. Current net assets are \$2,483,947. Unobligated cash stands at \$1,298,884.

A portion of the financial report lists approved requests (back to FY04) with corresponding amounts approved, amounts spent, and percentages of completion. Some projects from FY04 and FY05 need to be revisited to determine their status. Malcolm Huston has been engaged in this effort.

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Project funds requested today total \$417,000. One thing to keep in mind is that under the new three-phase approach, if the Council approves design funding, it is likely that additional funding will be requested for implementation.

The Legislature did allocate another \$1 million to IOWAccess for FY08, however the budget bills have not been signed yet.

4. Iowa Child Advocacy Board – ICAB Online – Request for Design Funds (\$45,000) – Dick Moore.

Most of ICAB's current operations are paper based. The Council previously approved a planning process to modernize the Board's operation within the IT environment. That effort has already seen benefits. The project is currently on schedule and a little under budget, so ICAB is ready to proceed with the design phase. The design expects to incorporate an interactive website with completion scheduled in the coming year. Herb Strentz commented that the ICAB project is one of the few that provides service to the needy population. Herb moved approval of the funding; his motion was seconded by Dick Neri. An oral vote was taken; the motion was unanimously approved.

5. Iowa State Association of Counties (ISAC) – CoMIS – Request for Scope Analysis Funding (\$20,000) – Robin Harlow, Iowa State Association of Counties, John Grush, CPC for Boone and Madison Counties, and Karen Walters-Crammond, Polk County Health Services.

Iowa counties provide a number of community services to Iowa citizens in the areas of mental health/developmental disabilities, general assistance, substance abuse, Veterans Affairs, and case management. The existing process includes intake, determination of eligibility, assessment to determine need, authorization, coordination, monitoring, payment, reporting, and quality assurance. Current system deficiencies: lack of standardized data and business practices, inability to efficiently manage and evaluate services, inability to track clients as they move from county to county, and no collection of statewide information. The proposed solution calls for development of a standardized information system allowing counties and state agencies to share data for the management, tracking and reporting of community services. What do the counties think of this concept? County officials have already voted on this proposal and approved it.

Barb Corson moved approval of scope analysis funding; Terri Selberg seconded the motion. Do the counties plan to absorb any of the cost? They may possibly cover some hosting fees. Will all 99 counties comply? There is no guarantee of that, however this may be the only option that allows them to obtain funding. While the primary goal is replacement of the County Management Information System (CoMIS), the ability to interact with the Department of Human Services and others is also important. Sheila Castaneda encouraged ISAC to involve all the counties in the process. An oral vote was taken; funding was unanimously approved.

6. Iowa Department of Management (DOM) Web-Based Property Valuation Submission – Request for Scope Analysis Funding (\$20,000) – Mike Albers, Department of Management. DOM has identified problems with the deployment of the current software. They do not want to re-tool an existing system, rather they want to switch from desktop software to a

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web-based software and to establish a centralized database. Does the Iowa State Association of Counties endorse this proposal? The idea has only been discussed with a couple of county auditors, but DOM does not anticipate that anyone would be against it.

Dick Neri moved approval of scope analysis funding; Kelly Hayworth seconded the motion. An oral vote was taken; funding was unanimously approved.

7. Iowa Department of Human Services, Single Online Application Process – Request for Design Funding and Implementation (\$100,000) – Tom Huisman, CIO, Department of Human Services.

DHS is requesting funding to build upon a current project, online web-based food assistance. DHS wants to use one client intake form to apply for food assistance or other benefits which may be available. Today, the only method of applying is by paper. Over 400,000 Iowans are being served by DHS programs. Electronic access would be just one of several methods of applying for benefits. DHS plans to implement a statewide call center this fall and will also make computers available in local offices so that customers can come in and help themselves. DHS is spending about \$500,000 of its own money on this project and is asking the IOWAccess Advisory Council for an additional \$100,000. Sheila noted that several of today's projects involve the needy populations of Iowa. Are there similarities that could be leveraged? The projects target different populations and depending upon the federal agency involved, often define the rules differently. Expected completion for this project is July of 2008.

Herb Strentz moved approval of design and implementation funding; Dick Neri seconded the motion. An oral vote was taken; funding was unanimously approved.

8. Department of Natural Resources Compliance Database Project – Request for Additional Funding for the Design Phase (\$25,000) – Cindy Garza, Department of Natural Resources. Cindy is the coordinator for the compliance database. DNR underestimated the complexity of the database, so is asking for additional funding for design. Their goal is to return in July to ask for implementation funding. This project was initially considered under the Council's two step model and received approval for \$20,000 in funds. Mark Uhrin subsequently asked for an additional \$10,000 to transition from the two step process to the current three step process. What caused the overage? ITE didn't realize that each of the six regional offices operates differently, utilizing its own unique forms and databases. Under the new system, formats would be standardized. In November, the Council approved \$20,000. At that time, implementation costs were estimated at \$125,000 with the caveat that the actual amount could be much higher or much lower. Mark believes that estimate is still relatively accurate, but has no additional information to substantiate that figure.

Barb Corson moved approval of additional design phase funding; Beth Baldwin seconded the motion. An oral vote was taken; funding was unanimously approved.

9. Iowa Department of Natural Resources – Waste Water Permits Information Exchange Project – Funding Shortfall (\$47,000) – Mark Uhrin, Information Technology Enterprise.

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This project was originally approved under the two step process and is now nearing the end of the design phase. Project managers now anticipate a \$47,000 shortfall in the implementation phase. Forty-eight thousand dollars was awarded under the original planning phase request. Following that, \$137,900 was awarded for implementation. Total project costs are now estimated at \$232,000, leaving a \$47,000 shortfall. Does DNR have any money that it could contribute? No. Is the increased funding for expanded functionality as opposed to a bare bones system? No. \$47,000 is the worst case scenario. JoAnn Naples, DNR, mentioned that it is a very complex process with a lot of special requirements.

At this time, it was noted that council member Lentz was no longer connected to the meeting.

Dick Neri moved approval of the additional funding; Kelly Hayworth seconded the motion. An oral vote was taken; there was one abstention, Beth Baldwin. The motion carried and funding was approved.

10. Department of Inspections and Appeals (DIA) – Social and Charitable Gambling – Request for Additional Funding (\$160,000) – David Werning, Department of Inspections and Appeals.

DIA is asking for money to complete the project and execute it. At present, DIA has a website that allows application and maintains the data. There is not an interface with the Department of Revenue, but the additional funding would create that interface and make sure that sales tax is being paid. The Council has already allocated \$87,000 for this project. What has been done with that money? DIA initially had the wrong approach and was not taking advantage of technology. DIA is done with scope and design phases and is ready for implementation. Some of the funds were used for database modifications. Bev Zylstra, DIA, indicated that due to recent legislation, additional licenses are also being incorporated. A portion of the money was used to look at the business processes. DIA decided to take a different approach than originally planned and in some aspects, started over. Is DIA aiming at a more sophisticated approach rather than building a basic system? The project seems to be getting more and more costly. Are the citizens of Iowa getting their money's worth? It seems like we're reinventing the wheel for each entity that needs a permit. Each agency's permits are unique. A large part of the project involves understanding and developing the agency's business rules.

Miriam Ubben made a motion to deny funding. No second was offered to the motion. Barb Corson and Kelly Hayworth moved tabling the decision. An oral vote was taken. One vote was cast opposing the motion (Beth Baldwin). All others voted in favor; the motion to table making a decision was approved. These issues will be revisited at the next meeting.

11. Update on the County Real Estate Electronic Government Advisory Committee (CREEGAC) – Real Estate Online Implementation Funding – Mark Uhrin, Information Technology Enterprise.

At the last meeting, the Council requested a breakdown of the estimate that was presented. Concerns were also expressed about the cost to implement. That material has since been provided. Mark pointed out that the system does not generate information, it only retrieves

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it. The Council would like to have Dawn Ainger review the material to see if she feels it is sufficient.

12. Election of Officers -

The Council is required to elect officers annually. The current chair has chosen not to put her name forward for re-election. The floor was opened for nominations. Herb Strentz nominated Richard Neri as Chair. Miriam Ubben seconded the motion. No other nominations were received. Barb Corson volunteered to serve as Vice Chair. Terrence Neuzil seconded her nomination. Herb Strentz moved that the Council accept both nominations; Terri seconded the motion. An oral vote was conducted; Dick and Barb were elected by unanimous consensus.

13. Follow-up Items from Previous Meetings – Sheila Castaneda.

Project reconciliation is still on the board. Malcolm can provide a status report at the next Council meeting. Council members also need to discuss using an outside developer, adding more exit points to the process, and deciding what recommendation to make if an agency delays the process.

14. ITE Project Updates – Mark Uhrin.

No additional updates beyond what was previously provided.

15. Iowa Interactive Updates – Tracy Smith, General Manager, Iowa Interactive.

Tracy highlighted several projects that Iowa Interactive had worked on or completed in recent weeks.

16. Wrap Up and Adjourn -

The next meeting is July 11 at 1:00 p.m.

There being no further business, the meeting adjourned.